

U.S. Flag Request Form

This service is limited to constituents of Oklahoma's Fourth Congressional District

STEP #1: **Your Name:** _____

Your Daytime Phone #: (_____)_____

Your Evening Phone #: (_____)_____

PLEASE CHOOSE ONE OF THE FOLLOWING:

_____ I wish to purchase a flag(s), but I do not wish for the flag(s) to be flown over the Capitol
(no Flag Fee will be charged and you should skip to "Address where flag is to be mailed")

OR

_____ I wish to purchase a flag, and I wish for the flag to be flown over the Capitol as follows:

Name of person for whom the flag is to be flown: *(Please print the name the way it should appear on the certificate.)*

Requested date to be flown :** _____ **Flying Fee: \$4.05 each**

On the occasion of: *(Please print the occasion as it should appear on the certificate.)*

NAME AND ADDRESS WHERE FLAG IS TO BE MAILED:

STEP #2: **INDICATE QUANTITY for each FLAG SIZE/MATERIAL:**

Quantity ordered	Size of Flag	Price as of 10/01	Your Subtotal (\$)
	3x5 Cotton	\$9.25 each	
	3x5 Nylon	\$9.00 each	
	4x6 Nylon	\$13.50 each	
	5x8 Cotton	\$20.00 each	
	5x8 Nylon	\$18.00 each	

(continued)

STEP #3: DETERMINE MAILING ZONE and SELECT 1st OR 3rd CLASS POSTAGE:

Zone 5 -- Zip Codes begin with 743 and 744

Zone 6 -- Zip Codes begin with 730, 731, 734, 735, and 748

Flag	Zone 5	Zone 6
	Postage	Postage
3 x 5 Cotton	\$4.90	\$5.05
3 x 5 Nylon	\$3.85	\$3.85
4 x 6 Nylon	\$4.90	\$5.05
5 x 8 Cotton	\$6.85	\$7.15
5 x 8 Nylon	\$4.90	\$5.05

STEP #4: ADD ALL FLAG FEE(s), PURCHASE COST OF FLAG(s), AND MAILING POSTAGE(s) TOGETHER:

Total Flag Fee(s): \$ _____

Total Purchase of Flag(s): \$ _____

Total Postage(s): \$ _____

OVERALL TOTAL reflected on Enclosed Check: \$ _____

**MAKE YOUR CHECK PAYABLE TO: CONGRESSMAN TOM COLE OFFICE
SUPPLY ACCT.**

Mail the completed form with your check to: The Honorable Tom Cole
501 Cannon House Office Bldg.
Washington, D.C. 20515
ATTN: Scott Parman

**** Please be aware that the House generally requires at least 3 business days notice to request the flag be flown, and will take at least 5 business days to process shipment of a flag once it has been flown.** Therefore, if you need the flag by a particular date, please take this into account and make sure that you place your order well in advance of when you anticipate delivery.

I regret that Flag Requests with checks that are not properly made out to the correct office Account or \$ amount cannot be submitted to the House and will have to be returned to the sender, and may result in missing your requested flag flying date.

To ensure that you receive your flag in a timely manner, please feel free to call Scott Parman in my Washington, D.C. office before mailing your request to verify that you have completed the form and payment correctly. Scott can be reached at (202) 225-6165.

If you are not a constituent of the 4th District, I regret that House Rules prohibit me from obtaining a U.S. flag on your behalf and all orders from non-constituents will be returned via U.S. mail with their checks.